

**REPORT OF THE AUDIT OF THE  
METCALFE COUNTY  
CLERK**

**For The Year Ended  
December 31, 2008**



**CRIT LUALLEN  
AUDITOR OF PUBLIC ACCOUNTS  
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## **EXECUTIVE SUMMARY**

### **AUDIT EXAMINATION OF THE METCALFE COUNTY CLERK**

**For The Year Ended  
December 31, 2008**

The Auditor of Public Accounts has completed the Metcalfe County Clerk's audit for the year ended December 31, 2008. Based upon the audit work performed, the financial statement presents fairly in all material respects, the revenues, expenditures, and excess fees in conformity with the regulatory basis of accounting.

#### **Financial Condition:**

Excess fees increased by \$11,909 from the prior year, resulting in excess fees of \$73,286 as of December 31, 2008. Revenues decreased by \$114,350 from the prior year and expenditures decreased by \$126,259.

#### **Report Comment:**

- The County Clerk's Office Lacks Adequate Segregation Of Duties

#### **Deposits:**

The County Clerk's deposits were insured and collateralized by bank securities.



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CRIT LUALLEN  
AUDITOR OF PUBLIC ACCOUNTS

The Honorable Greg Wilson, Metcalfe County Judge/Executive  
The Honorable Carol England, Metcalfe County Clerk  
Members of the Metcalfe County Fiscal Court

Independent Auditor's Report

We have audited the accompanying statement of revenues, expenditures, and excess fees - regulatory basis of the County Clerk of Metcalfe County, Kentucky, for the year ended December 31, 2008. This financial statement is the responsibility of the County Clerk. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, and the Audit Guide for County Fee Officials issued by the Auditor of Public Accounts, Commonwealth of Kentucky. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, the County Clerk's office prepares the financial statement on a regulatory basis of accounting that demonstrates compliance with the laws of Kentucky, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the revenues, expenditures, and excess fees of the County Clerk for the year ended December 31, 2008, in conformity with the regulatory basis of accounting described in Note 1.

In accordance with Government Auditing Standards, we have also issued our report dated August 26, 2009 on our consideration of the Metcalfe County Clerk's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be considered in assessing the results of our audit.



The Honorable Greg Wilson, County Judge/Executive  
The Honorable Carol England, County Clerk  
Members of the Metcalfe County Fiscal Court

Based on the results of our audit, we have presented the accompanying comment and recommendation, included herein, which discusses the following report comment:

- The County Clerk's Office Lacks Adequate Segregation Of Duties

This report is intended solely for the information and use of the County Clerk and Fiscal Court of Metcalfe County, Kentucky, and the Commonwealth of Kentucky and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Crit Luallen", with a stylized, flowing script.

Crit Luallen  
Auditor of Public Accounts

August 26, 2009



METCALFE COUNTY  
CAROL ENGLAND, COUNTY CLERK  
STATEMENT OF REVENUES, EXPENDITURES, AND EXCESS FEES - REGULATORY BASIS

For The Year Ended December 31, 2008

Revenues

State Fees For Services	\$	4,297
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HB 537 Revenue Supplement		60,610
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Fiscal Court		14,904
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Licenses and Taxes:

Motor Vehicle-

Licenses and Transfers	\$	331,997
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Usage Tax		477,473
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Tangible Personal Property Tax		621,216
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Other-

Marriage Licenses		2,343
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Occupational Licenses		41
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Overpayments		2,474
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Deed Transfer Tax		21,963
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Delinquent Tax	70,401	1,527,908
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Fees Collected for Services:

Recordings-

Deeds, Easements, and Contracts		13,925
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Real Estate Mortgages		14,730
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Chattel Mortgages and Financing Statements		31,366
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All Other Recordings		16,528
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Charges for Other Services-

Copywork	17,876	94,425
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Other:

Miscellaneous		2,956
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Return Check Fees	285	3,241
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Interest Earned		1,806
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Total Revenues		1,707,191
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The accompanying notes are an integral part of this financial statement.

METCALFE COUNTY  
 CAROL ENGLAND, COUNTY CLERK  
 STATEMENT OF REVENUES, EXPENDITURES, AND EXCESS FEES - REGULATORY BASIS  
 For The Year Ended December 31, 2008  
 (Continued)

Expenditures

Payments to State:

Motor Vehicle-

Licenses and Transfers	\$	226,009	
Usage Tax		464,487	
Tangible Personal Property Tax		242,916	

Licenses, Taxes, and Fees-

Delinquent Tax		10,755	
Legal Process Tax		10,510	
Affordable Housing		10,380	
Overpayment refunds		2,437	
		<u>2,437</u>	\$ 967,494

Payments to Fiscal Court:

Tangible Personal Property Tax		37,707	
Delinquent Tax		5,704	
Deed Transfer Tax		<u>20,864</u>	64,275

Payments to Other Districts:

Tangible Personal Property Tax		315,776	
Delinquent Tax		<u>36,542</u>	352,318

Payments to Sheriff 890

Payments to County Attorney 7,454

Operating Expenditures

Personnel Services-

Deputies' Salaries 107,238

Employee Benefits-

Employer's Share Social Security 12,959

Employer's Paid Health Insurance 2,800

Contracted Services-

Printing and Binding 180

Computer Lease 8,180

Copies Lease 2,679

Materials and Supplies-

Office Supplies 4,313

Office Equipment 8,650

Office Equipment Repair 70

The accompanying notes are an integral part of this financial statement.

METCALFE COUNTY  
 CAROL ENGLAND, COUNTY CLERK  
 STATEMENT OF REVENUES, EXPENDITURES, AND EXCESS FEES - REGULATORY BASIS  
 For The Year Ended December 31, 2008  
 (Continued)

Expenditures (Continued)

Operating Expenditures (Continued)

Other Charges-

Advertising	\$	100	
Conventions and Travel		3,451	
Dues		540	
Postage		2,703	
Miscellaneous		2,994	
Maintenance and Repairs		3,472	\$ 160,329

Total Expenditures		\$ 1,552,760
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Net Revenues		154,431
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Less: Statutory Maximum		74,020
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Excess Fees		80,411
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Less: Expense Allowance	3,600	
Training Incentive Benefit	3,525	7,125

Excess Fees Due County for 2008		73,286
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Payment to Fiscal Court - March 10, 2009		73,286
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Balance Due Fiscal Court		\$ 0
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The accompanying notes are an integral part of this financial statement.

METCALFE COUNTY  
NOTES TO FINANCIAL STATEMENT

December 31, 2008

Note 1. Summary of Significant Accounting Policies

A. Fund Accounting

A fee official uses a fund to report on the results of operations. A fund is a separate accounting entity with a self-balancing set of accounts. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fee official uses a fund for fees to account for activities for which the government desires periodic determination of the excess of revenues over expenditures to facilitate management control, accountability, and compliance with laws.

B. Basis of Accounting

KRS 64.820 directs the fiscal court to collect any amount, including excess fees, due from the County Clerk as determined by the audit. KRS 64.152 requires the County Clerk to settle excess fees with the fiscal court by March 15 each year.

The financial statement has been prepared on a regulatory basis of accounting, which demonstrates compliance with the laws of Kentucky and is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. Under this regulatory basis of accounting, revenues and expenditures are generally recognized when cash is received or disbursed with the exception of accrual of the following items (not all-inclusive), at December 31 that may be included in the excess fees calculation:

- Interest receivable
- Collection on accounts due from others for 2008 services
- Reimbursements for 2008 activities
- Payments due other governmental entities for December tax and fee collections and payroll
- Payments due vendors for goods or services provided in 2008

The measurement focus of a fee official is upon excess fees. Remittance of excess fees is due to the County Treasurer in the subsequent year.

C. Cash and Investments

At the direction of the fiscal court, KRS 66.480 authorizes the County Clerk's office to invest in the following, including but not limited to, obligations of the United States and of its agencies and instrumentalities, obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States, obligations of any corporation of the United States government, bonds or certificates of indebtedness of this state, and certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation (FDIC) or which are collateralized, to the extent uninsured, by any obligation permitted by KRS 41.240(4).

METCALFE COUNTY  
NOTES TO FINANCIAL STATEMENT  
December 31, 2008  
(Continued)

Note 2. Employee Retirement System

The county officials and employees have elected to participate in the County Employees Retirement System (CERS), pursuant to KRS 78.530 administered by the Board of Trustees of the Kentucky Retirement Systems. This is a cost-sharing, multiple-employer, defined benefit pension plan that covers all eligible full-time employees and provides for retirement, disability, and death benefits to plan members.

Benefit contributions and provisions are established by statute. Nonhazardous covered employees are required to contribute 5.0 percent of their salary to the plan. The county's contribution rate for nonhazardous employees was 16.17 percent for the first six months and 13.50 percent for the last six months of the year.

Benefits fully vest on reaching five years of service for nonhazardous employees. Aspects of benefits for nonhazardous employees include retirement after 27 years of service or age 65.

Historical trend information pertaining to CERS' progress in accumulating sufficient assets to pay benefits when due is presented in the Kentucky Retirement Systems' annual financial report which is a matter of public record. This report may be obtained by writing the Kentucky Retirement Systems, 1260 Louisville Road, Frankfort, Kentucky 40601-6124, or by telephone at (502) 564-4646.

Note 3. Deposits

The Metcalfe County Clerk maintained deposits of public funds with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC) as required by KRS 66.480(1)(d). According to KRS 41.240(4), the depository institution should pledge or provide sufficient collateral which, together with FDIC insurance, equals or exceeds the amount of public funds on deposit at all times. In order to be valid against the FDIC in the event of failure or insolvency of the depository institution, this pledge or provision of collateral should be evidenced by an agreement between the County Clerk and the depository institution, signed by both parties, that is (a) in writing, (b) approved by the board of directors of the depository institution or its loan committee, which approval must be reflected in the minutes of the board or committee, and (c) an official record of the depository institution.

Custodial Credit Risk - Deposits

Custodial credit risk is the risk that in the event of a depository institution failure, the County Clerk's deposits may not be returned. The Metcalfe County Clerk does not have a deposit policy for custodial credit risk but rather follows the requirements of KRS 41.240(4). As of December 31, 2008, all deposits were covered by FDIC insurance or a properly executed collateral security agreement.

METCALFE COUNTY  
NOTES TO FINANCIAL STATEMENT  
December 31, 2008  
(Continued)

Note 4. Grant

The Metcalfe County Clerk received a local records microfilming grant from the Kentucky Department for Libraries and Archives in the amount of \$14,371. No funds were expended during the year. A total of \$6 in interest was earned during the year, leaving an unexpended grant balance at December 31, 2008 of \$14,377.

Note 5. Leases

A. Computer Consulting Services, Inc.

The office of the Metcalfe County Clerk entered into a lease agreement on November 18, 2005 with Computer Consulting Service, Inc for computers. The agreement requires 36 equal monthly installments. The initial payment was \$379. In October 2007, the payment was increased to \$482. During calendar year 2008, payments of \$5,780 were made toward this lease. The ending balance as of December 31, 2008 was \$963.

B. Office Ware

The office of the Metcalfe County Clerk entered into a lease agreement on April 27, 2007 with Office Ware for a copier. The agreement requires 48 equal monthly installments of \$217. During calendar year 2008, payments of \$2,607 were made toward this lease. The ending balance as of December 31, 2008 was \$6,082.

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND  
ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF THE FINANCIAL  
STATEMENT PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS







CRIT LUALLEN  
AUDITOR OF PUBLIC ACCOUNTS

The Honorable Greg Wilson, Metcalfe County Judge/Executive  
The Honorable Carol England, Metcalfe County Clerk  
Members of the Metcalfe County Fiscal Court

Report On Internal Control Over Financial Reporting And  
On Compliance And Other Matters Based On An Audit Of The Financial  
Statement Performed In Accordance With Government Auditing Standards

We have audited the statement of revenues, expenditures, and excess fees - regulatory basis of the Metcalfe County Clerk for the year ended December 31, 2008, and have issued our report thereon dated August 26, 2009. The County Clerk's financial statement is prepared in accordance with a basis of accounting other than generally accepted accounting principles. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Metcalfe County Clerk's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statement, but not for the purpose of expressing an opinion on the effectiveness of the County Clerk's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the County Clerk's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses. However as discussed below, we identified a certain deficiency in internal control over financial reporting that we consider to be a significant deficiency.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with the regulatory basis of accounting such that there is more than a remote likelihood that a misstatement of the entity's financial statement that is more than inconsequential will not be prevented or detected by the entity's internal control over financial reporting. We consider the deficiency described in the accompanying comment and recommendation to be a significant deficiency in internal control over financial reporting.

- The County Clerk's Office Lacks Adequate Segregation Of Duties



Report On Internal Control Over Financial Reporting And  
On Compliance And Other Matters Based On An Audit Of The Financial  
Statement Performed In Accordance With Government Auditing Standards  
(Continued)

Internal Control Over Financial Reporting (Continued)

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statement will not be prevented or detected by the entity's internal control. Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in the internal control that might be significant deficiencies and, accordingly, would not necessarily disclose all significant deficiencies that are also considered to be material weaknesses. However, we consider the significant deficiency described above to be a material weakness.

Compliance And Other Matters

As part of obtaining reasonable assurance about whether the Metcalfe County Clerk's financial statement for the year ended December 31, 2008, is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

The Metcalfe County Clerk's response to the finding identified in our audit is included in the accompanying comment and recommendation. We did not audit the County Clerk's response and, accordingly, we express no opinion on it.

This report is intended solely for the information and use of management, the Metcalfe County Fiscal Court, and the Department for Local Government and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully submitted,



Crit Luallen  
Auditor of Public Accounts

August 26, 2009

COMMENT AND RECOMMENDATION



METCALFE COUNTY  
CAROL ENGLAND, COUNTY CLERK  
COMMENT AND RECOMMENDATION

For The Year Ended December 31, 2008

INTERNAL CONTROL - SIGNIFICANT DEFICIENCY AND MATERIAL WEAKNESS:

The County Clerk's Office Lacks Adequate Segregation Of Duties

During our review of internal controls, we noted that the County Clerk's office lacks adequate segregation of duties over receipts and disbursements. The deputy who closes out the Point of Sale program also collects money, prepares the daily deposit, and reconciles the bank statements. The auditor observed the compiling of the daily deposit and noted that the deputies' cash drawers from the previous day's collections were put together before verification of each drawer was complete. Checks and cash for the deposit were not verified to the Point of Sale and Mainstreet programs. The deputy only compared the total amount collected. The County Clerk pays all monthly bills, signs the checks she prepares, and posts to the ledgers. Two deputies' signatures are required on checks in the County Clerk's absence. While compensating controls over the deputies' duties would be effective, they would not be effective over duties performed by the County Clerk. We recommend that the County Clerk delegate these duties to other employees and implement compensating controls to offset this lack of adequate segregation of duties and document those compensating controls.

*County Clerk's Response: Due to small staff, Metcalfe County will always lack segregation of duties, according to state auditor standards. We have always had compensating controls in place. To help our office better accomplish this task, we installed the Kentucky Transportation Cabinet Point of Sale in April of 2007. All accounts are reconciled. I prepare, sign, and post checks and feel this is the best procedure I could have in place for disbursements. If I am absent, two deputies must sign all checks. New compensating controls have been implemented since the 2008 MVR audit. This audit confirms that all fees collected in my office have been accounted for, and this is the true purpose of all financial audits.*

